

Job Opportunity Bulletin

Post Date: March 24, 2017

HOUSING AND COMMUNITY DEVELOPMENT SPECIALIST I

Salary Ranges: \$5,053 - \$6,325
Permanent, Full-Time

FINAL FILING DATE: APRIL 21, 2017

JOIN THE DDS TEAM!

For information about the

DEPARTMENT OF DEVELOPMENTAL SERVICES

Please visit our website at
www.dds.ca.gov

The Housing and Community Development Specialist I (HCDS I) position in the Community Development and Housing Section serves as a technical expert who will perform difficult, complex and sensitive assignments related to the Department of Developmental Services' (DDS) housing projects for use by individuals with a developmental disability. In addition, the position will assist with the coordination of DDS' expanding housing initiatives, including the development of over 200 new community homes.

For complete duties, please see duty statement on the following page.

REQUIRED QUALIFICATIONS:

- ❖ Knowledge of general housing and economic development trends.
- ❖ Principles and practices related to public administration, budgetary preparation and control.
- ❖ General underwriting of real estate transactions.
- ❖ Practices of housing acquisition and development, economic and community development functions, including construction, renovation and funding mechanisms.
- ❖ Planning principles in the development of low-income housing.
- ❖ Legal procedures and documents in real property transactions.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority. Please include the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification) and **position #473-430-9035-905** on your application.

If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs.

Please refer to:

Position #: **473-430-9035-905**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Claudia Lutz
Number: (916) 322-7784
Email: claudia.lutz@dds.ca.gov



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

**COMMUNITY SERVICES DIVISION
OFFICE OF COMMUNITY OPERATIONS
COMMUNITY DEVELOPMENT AND HOUSING SECTION**

DUTY STATEMENT

JOB TITLE: Housing & Community Development Specialist I **POSITION #:** 473-430-9035-905

POSITION DESCRIPTION: The incumbent functions as a technical expert beyond the journey person level, providing high-level research and analysis on the most difficult, complex, and sensitive assignments related to the Department of Developmental Services' (Department) housing programs designed for individuals with a developmental disability and who may have previously resided in an institutional setting.

The Housing and Community Development Specialist I (HCDS I) independently performs a wide range of analytical functions, including varied and technically difficult assignments related to the Department's housing initiatives. The position may assume lead responsibility or act as a team leader on housing-related assignments. The HCDS I is responsible for assisting management and for maintaining, compiling, and analyzing program, data, fiscal, and legislative information associated with the development of housing resources that are a part of the community, statewide, for occupancy by individuals who have a developmental disability. This position requires excellent analytical, critical thinking, and writing skills, as well as, communication skills to effectively collaborate with stakeholders and housing organizations. The position requires experience with data management, negotiations, and affordable housing programs.

SUPERVISION EXERCISED: None. The incumbent is expected to keep Section management informed about significant issues and changes in policies and procedures.

SUPERVISION RECEIVED: Reports to and is under direct supervision of the Community Program Specialist IV, Community Development & Housing Section.

EXAMPLES OF DUTIES:

Essential Job Functions:

25% Acts as a lead housing staff of the Section and project liaison with the regional centers and other agencies associated with the development of housing, including other state and non-profit agencies. The position may also act as an overall Community Placement Plan (CPP) liaison with regional centers. Reviews and makes preliminary determinations of CPP housing proposals submitted by regional centers, including the development of single family and multi-family housing projects. Ensures housing programs are developed and implemented consistent with Department-issued guidelines. Monitors administration of CPP funds and achievement of project milestones, including predevelopment, acquisition, renovation, or construction of housing, funded under CPP. Assists in providing oversight related to the interagency agreement between the Department and the Department of Housing and Community Development (HCD) for ongoing monitoring of the Department of Developmental Services-Rental and Department of Developmental Services-Affordable Housing projects.

- 20% Evaluates project feasibility and analyzes proposed strategies for acquiring, developing, and maintaining affordable housing projects. Prepares Request for Proposals or alternate application procedures. Reviews real estate documents and coordinates with management and legal staff to finalize agreements and other legal documents.
- 15% As a high-level specialist, maintains, compiles, and analyzes program, data, fiscal, and legislative information as required to provide information to policy makers on affordable housing program and initiative objectives, housing trends and problems, Legislative Reports, Budget Concepts, Bill Analysis, and controlled correspondence. Maintains data and provides reports to the Department on state, national, and international trends and problems in housing. Provides analysis and reports to inform and make recommendations to management and policy makers on current and potential affordable housing initiatives, trends, and problems. Develops forms and other management tools for reviewing data and tracking compliance.
- 10% Provides ongoing evaluation of housing programs. Recommends changes to guidelines and procedures to ensure consistency and compliance with all pertinent Department, State and Federal requirements. Assists in the coordination and development of systems and compliance standards for monitoring and evaluating the Department's housing programs. Identifies strengths, weaknesses, and opportunities facing the Department's housing programs. Makes recommendations and develops improvements in process efficiency and to ensure uniformity where possible.
- 10% Independently manages and conducts complex, sensitive, and/or special analytical/research projects to produce comprehensive reports on affordable housing and other initiatives utilizing various resources. Assists Section and Division management on policy issues, and interprets statutory and regulatory requirements for affordable housing programs. Provides high-level technical assistance and problem-solving assistance to management, staff, regional centers, and other agencies on major or complex housing development issues and project transactions. Examines housing issues, trends, and problems for policy impact. Reviews, analyzes, and drafts proposed legislation and regulations.

Marginal Job Functions:

- 10% Provides expert technical assistance and training to regional centers and other agencies such as the Department of Health Care Services, HCD, California Housing Finance Agency, Association of Regional Center Agencies on the Department's initiatives, including housing-related issues and the submission of housing proposals and specific requests for project acquisition and renovation funded under CPP. Conducts site visits, and coordinates or participates in panel presentations and tele- or video conferences. Responds to telephone and written requests for information or assistance concerning the Department's initiatives, including affordable housing.
- 10% Attends meetings or conferences, and participates in other collaborative efforts with other divisions within the Department, other state departments, stakeholders and a variety other community entities.

WORKING CONDITIONS: Work is performed in an open-spaced partitioned office environment. The office is located in a multi-story building in downtown Sacramento. May sit for periods of up to four hours while using a personal computer, reviewing documents, and making telephone calls. May require working under stressful conditions and irregular hours during peak workload periods. May require travel (up to 10 percent) by plane or car to locations throughout the State.

PERFORMANCE REQUIREMENTS:

Knowledge of: Computer programs (Outlook, MS Word, MS Excel); affordable housing and economic development trends; principles and practices related to public administration, budgetary preparation and control; general underwriting of real estate transactions; practices of housing acquisition and development, economic and community development functions, including construction, renovation, and funding mechanisms; general problems and planning principles in the development of low-income housing; legal procedures and documents in real property transactions; Federal and State laws and regulations pertinent to the financing and development of low- and moderate income housing; processes of community and group interaction in developmental disabilities planning procedures, in addition to current trends in the developmental disabilities system, public health, assistive devices and adaptive equipment, and public welfare, and governmental accounting procedures.

Ability to: Speak and write effectively; analyze data and present ideas and information effectively; review and edit written reports; reason logically and creatively and utilize a variety of analytical techniques to resolve complex housing issues; establish and maintain project priorities; analyze situations accurately and take effective action; work professionally in multidisciplinary teams that include regional center and developmental center administrators, other state agencies, peers, the public, and others; provide technical assistance and expert consultation in the areas of housing development, housing finance, and economic and community development; develop and maintain harmonious relationships with professional personnel in the field related to the coordination and development of services and housing for individuals with a developmental disability.

CERTIFICATION OR LICENSE: None.